Policy Issues and Options for CPP Guidelines

1. Application requirements:
   a. What does an organization need in place to apply for funds?
      i. Foundational documents:
         - articles and bylaws
         - IRS determination letter
         - Federal EIN
         - Conflict of interest policy
         - Whistle blower policy
         - Document retention and destruction policy
         - Employee manual?
         - Other documents?
      ii. Annual planning and reporting documents
         - Minimal level of budgeting?
         - Minimal level of planning?
         - Stakeholder engagement plan?
         - Demonstration of filing most recent 990, 990 EZ or 990N.
         - Demonstration of annual report to AGO as necessary and registration with MN Secretary of State (good standing).
         - Proof of insurance: D&O and General Liability
         - Financial policies and practices
         - Volunteer policies and practices
      iii. Best practices
         - Broader community involved in planning process?
         - Measurable outcomes?
         - Transparent and open processes?
         - Documents publicly posted and available online? Annual report, 990, bylaws, minutes, organizational structure, etc.
   b. Rationale
      i. Foundational documents help provide legal protection for board members, staff and volunteers, while ensuring public confidence.
      ii. Annual planning ensures funds and other resources are being used effectively, and meeting public expectations.
      iii. Nonprofit watchdogs are focusing less on fundraising and admin ratios than transparency of process, openness, reporting on measurable outcomes.

2. Eligible Uses
   a. Admin?
      i. Staff.
      ii. Office expenses.
      iii. Equipment and maintenance (e.g. copiers, computers).
      iv. Communication and outreach.
      v. Organizing and citizenship.
      vi. Fundraising expenses.
      vii. Training and development.

        viii. Legal and accounting fees.
- b. Project expenses.
  - i. Special programs and activities.
  - ii. Capital expenses?
  - iii. Housing, parks, public works, etc…
- c. Issues
  - i. Should admin and project funding be broken into separate funds?
  - ii. Should neighborhoods have single allocation, and be allowed to choose whether funds go to fund organizational activities, or project activities?

3. Reporting requirements

4. Basic expectations for funding
   - a. Outreach and participation?
   - b. Planning and evaluation?
   - c. Annual reporting?

5. Other Considerations:
   - a. Currently, NRP and DFD set guidelines for recognizing neighborhood associations; How do we continue to recognize/certify/decertify a neighborhood association?
     - i. Some organizations recognized by NRP are not recognized by DFD, and vice versa.
     - ii. NRP and DFD use different criteria for recognizing neighborhood associations.
     - iii. Some neighborhoods have two or more organizations (e.g. Cedar Riverside).
     - iv. What criteria for decertifying a poorly-performing neighborhood association?
   - b. Technical support for neighborhood associations:
     - i. Currently, NRP provides customized board training and retreat facilitation for individual neighborhood associations on an as needed basis. In the past, NRP has provided several levels of training, from city-wide workshops to conferences, including a certificate program in partnership with the University of St. Thomas.
     - ii. NRP and DFD regularly review foundational documents for neighborhood associations (501(c)(3) applications, articles of incorporation, bylaws), and provides feedback.
     - iii. NRP arranges D & O insurance coverage, general liability insurance (in 2010), and audits for neighborhood associations. This includes preparation of annual Federal 990 filings.